Camp Setup and Enrollment

1. **In CYMS we deal with two major types of full-day camp activities:**
   - **Vacation / Holiday Camps (full day care during major school holidays – Christmas, Easter, Fall)**
   - **Summer Camp (full day care during summer vacation)**

2. **Setup and enrollment procedures are the same for both types of camps. Billing procedures are slightly different.**
   - **This tutorial covers enrollment and setup for all camps.**

Vacation Camps - Spring, Fall, Winter

1. These camps are set up in CYMS to provide full day care during school holidays for children who are not already enrolled in your before and/or after school programs.

2. Your before and/or after school children should not be enrolled in or charged more money for CYMS Spring, Fall and Winter camp sessions. (Full day attendance during school holidays should already be factored into their normal monthly before and/or after school rates).

3. "Outside" children (those not already enrolled in B/A School), must be enrolled into the CYMS Spring, Fall

Vacation Camps - Spring, Fall, Winter

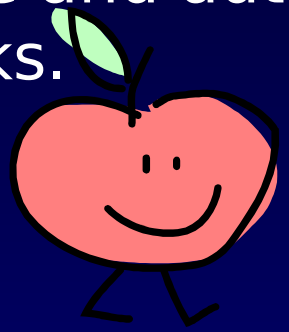
4. Because of school schedules and local needs, installations set up and manage vacation camps differently. Common setups include:

   - Weekly (Week 1, Week 2, etc)
   - Daily (Day 1, Day 2, etc – sometimes used for one-week camps where great flexibility is offered)
   - Block (one fee for the entire camp period)

5. Some locations also allow daily “drop ins” at

Vacation Camps - Spring, Fall, Winter

7. The max count for vacation camps is the number of "extra" full day children (beyond your regular before / after children) you can accommodate.
8. Make it easy on yourself . . . . select a structure that best meets customer / financial management needs AND takes advantage of CYMS to streamline and automate administrative tasks.



Summer Camps

1. These camps are set up in CYMS to provide full day care during summer vacation. Children enrolled in before / after school programs will need more hours of care – and the fees will change accordingly.

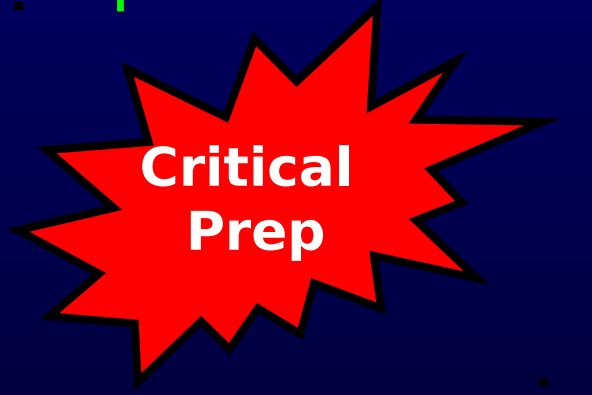
2. In CYMS, we suspend the before/after school billing and give these regular children priority for summer camp enrollment. At the end of the summer, we restart their before / after school billing again.

3. A weekly camp structure with installment billing seems to be the preferred setup at most locations. Parents have the flexibility to select the exact weeks they need (skipping weeks for summer school, Bible school, family vacations, etc). CYMS users know exactly how many children are scheduled to attend each weekly session.

4. Installment billing is run weekly for camps. Patrons are charged only for the weekly sessions they enroll in.

Camp Setup – Getting Ready for Camp Season!

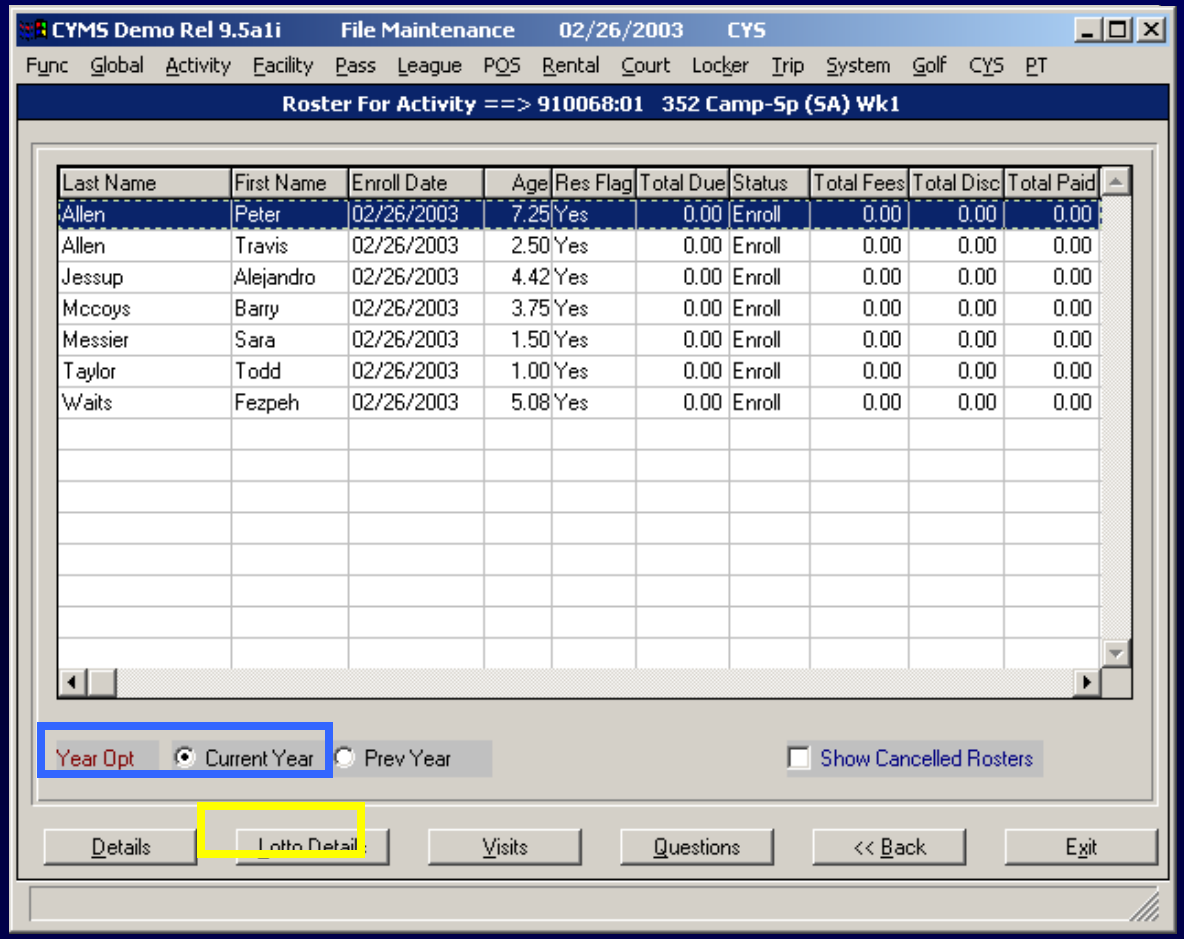
Before anyone is enrolled into ANY camp, some key advance preparation steps must be accomplished:



1. Verify all children who were on last year's camp roster have been transferred to history
   - If they haven't, transfer those children to history
2. Verify the class setups are current and correct:
   - Dates on all the sections (if this isn't done, you will have terrible billing problems)
   - Maximum Counts
   - Fees and Bill Codes

Camp Setup –Transfer to History

Highlight a camp section and click Roster


CYMS Demo Rel 9.5a1i File Maintenance 02/26/2003 CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
Roster For Activity ==> 910068:01 352 Camp-Sp (SA) Wk1
Last Name First Name Enroll Date Age Res Flag Total Due Status Total Fees Total Disc Total Paid
Allen Peter 02/26/2003 7.25 Yes 0.00 Enroll 0.00 0.00 0.00
Allen Travis 02/26/2003 2.50 Yes 0.00 Enroll 0.00 0.00 0.00
Jessup Alejandro 02/26/2003 4.42 Yes 0.00 Enroll 0.00 0.00 0.00
Mccoys Barry 02/26/2003 3.75 Yes 0.00 Enroll 0.00 0.00 0.00
Messier Sara 02/26/2003 1.50 Yes 0.00 Enroll 0.00 0.00 0.00
Taylor Todd 02/26/2003 1.00 Yes 0.00 Enroll 0.00 0.00 0.00
Waits Fezpeh 02/26/2003 5.08 Yes 0.00 Enroll 0.00 0.00 0.00
Year Opt
Current Year
Prev Year
Show Cancelled Rosters
Details
Lotto Detail
Visits
Questions
<< Back
Exit

If anyone shows on the Current Roster, you need to <u>transfer them to history</u>

To verify whether you need to transfer children to history, click Program Sections

Camp Setup –Transfer to History

To transfer the children to history, go to:

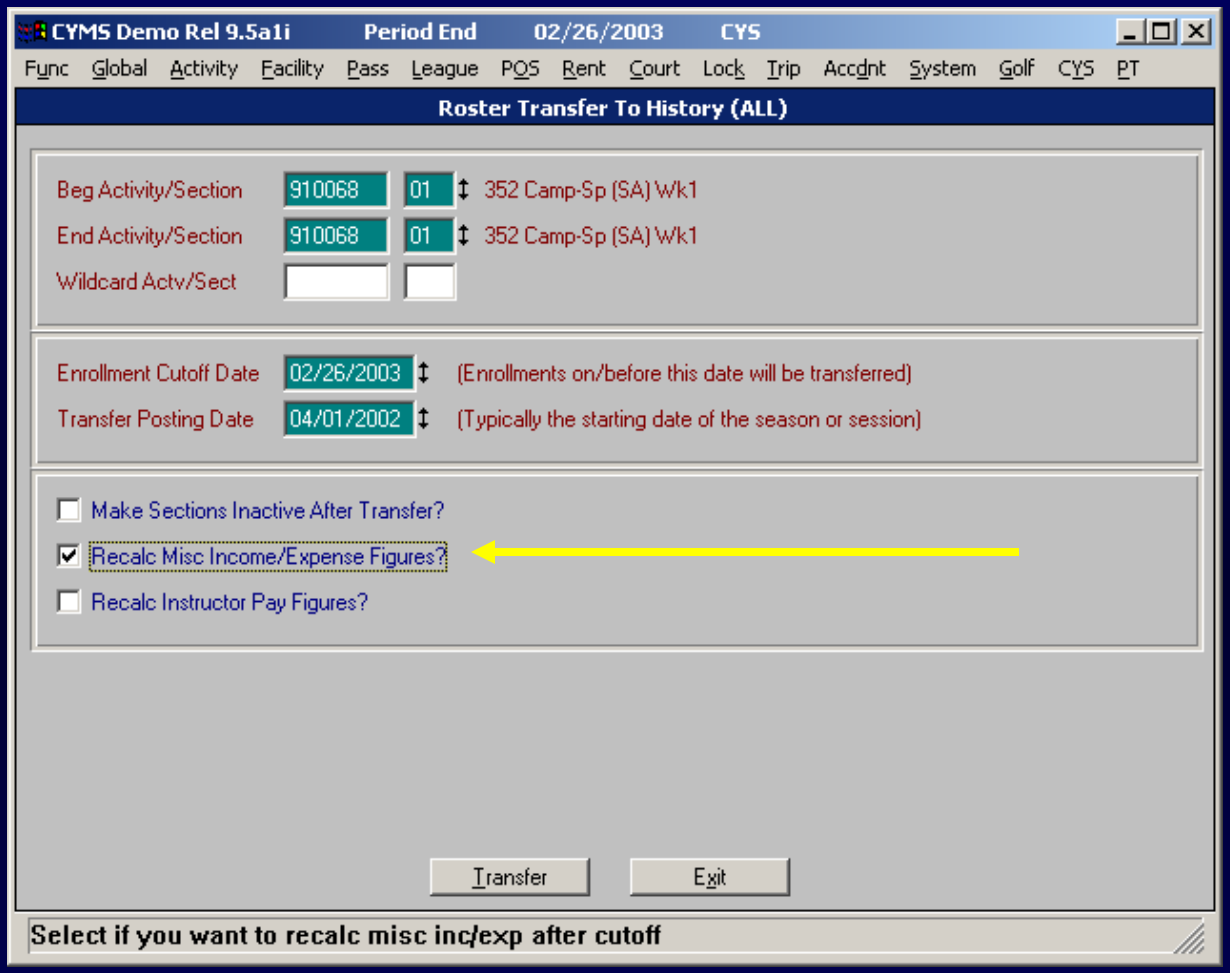
Period End – Activity –

Roster Maintenance –

Roster Transfer to History (All)

Camp Setup –Transfer to History

Right click for the Beginning and Ending camp sections (you can transfer rosters for one or more consecutive sections at the same time)

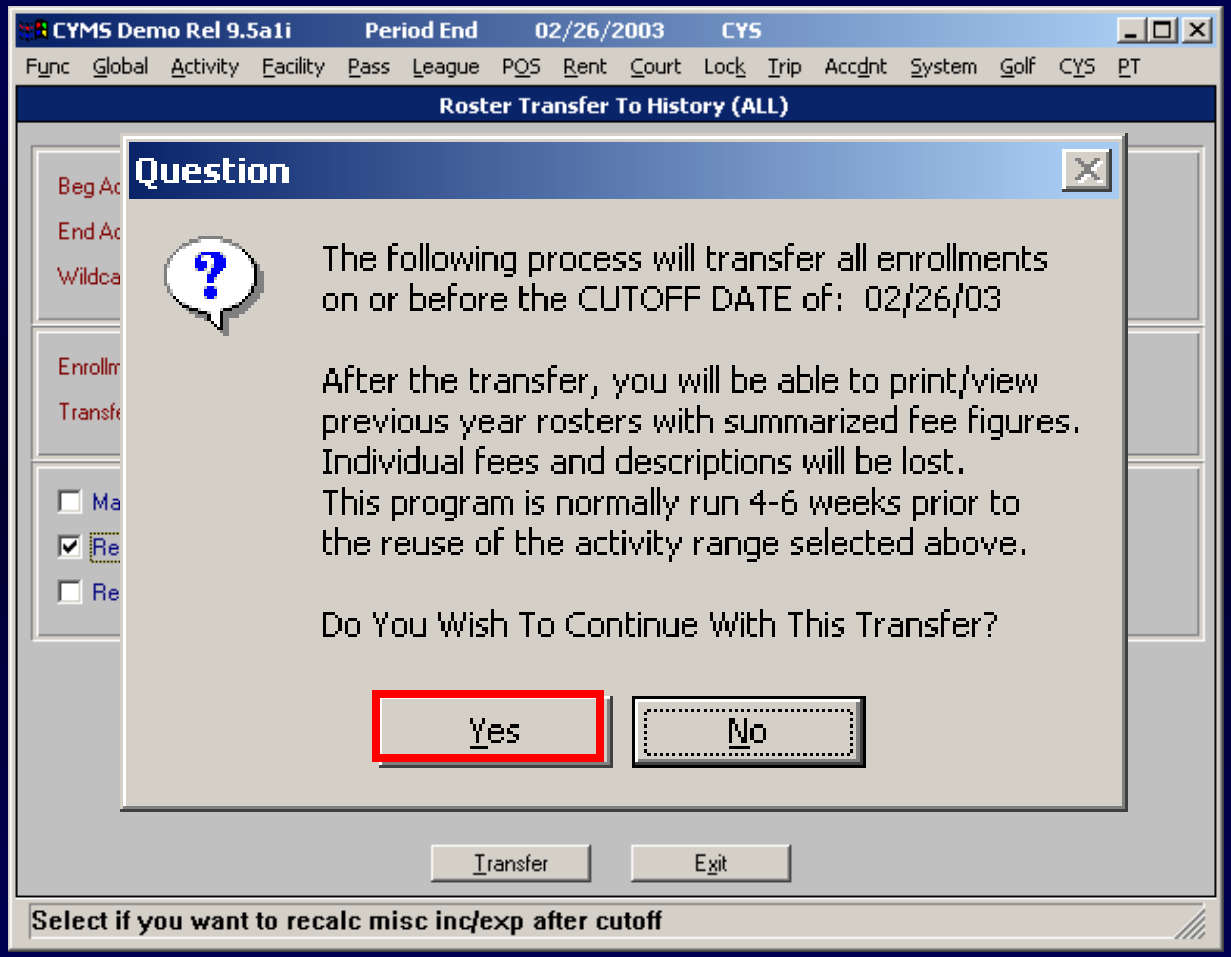


Toggle Recalc Misc Income and Expense Figures

Enrollment Cutoff Date: Leave as the current date as long as no children have been enrolled to this year's camp

Transfer Posting Date: Use the begin date of last year's

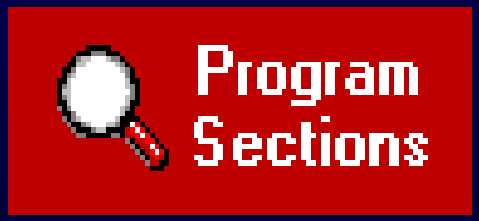
Camp Setup –Transfer to History


CYMS Demo Rel 9.5a1i
Period End
02/26/2003
CYS
Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT
Roster Transfer To History (ALL)
Question
The following process will transfer all enrollments on or before the CUTOFF DATE of: 02/26/03
After the transfer, you will be able to print/view previous year rosters with summarized fee figures.
Individual fees and descriptions will be lost.
This program is normally run 4-6 weeks prior to the reuse of the activity range selected above.
Do You Wish To Continue With This Transfer?
Yes
No
Transfer
Exit
Select if you want to recalc misc inc/exp after cutoff

Read the message and click Yes to continue

Then click Transfer

Camp Setup –Transfer to History



To verify that the current camp roster is empty, click

Program Sections

and view the Current Roster

Camp Setup –Activity Setup

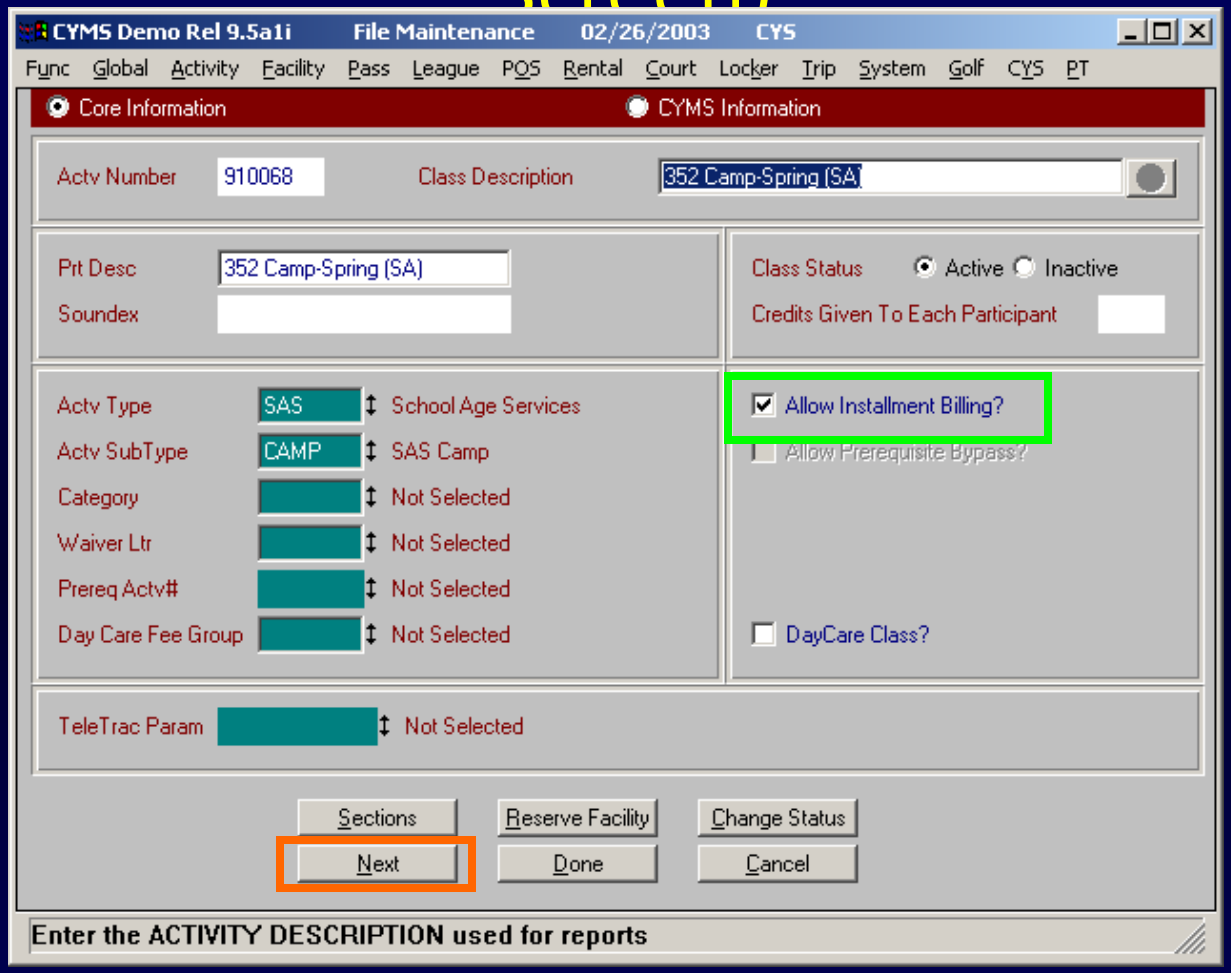
Now that last year's children have all been transferred out of all of the camp sections, you need to get the camp set up correctly for the current year.

The following screens will show you how to verify that your camp setup is correctly.

All camp sections must be correct BEFORE you enroll any children!

Go to: Files – Activity – Activity Maintenance

Camp Setup – Activity Setup (Core Info Screen)



On the Core Information Screen, toggle Allow Installment Billing

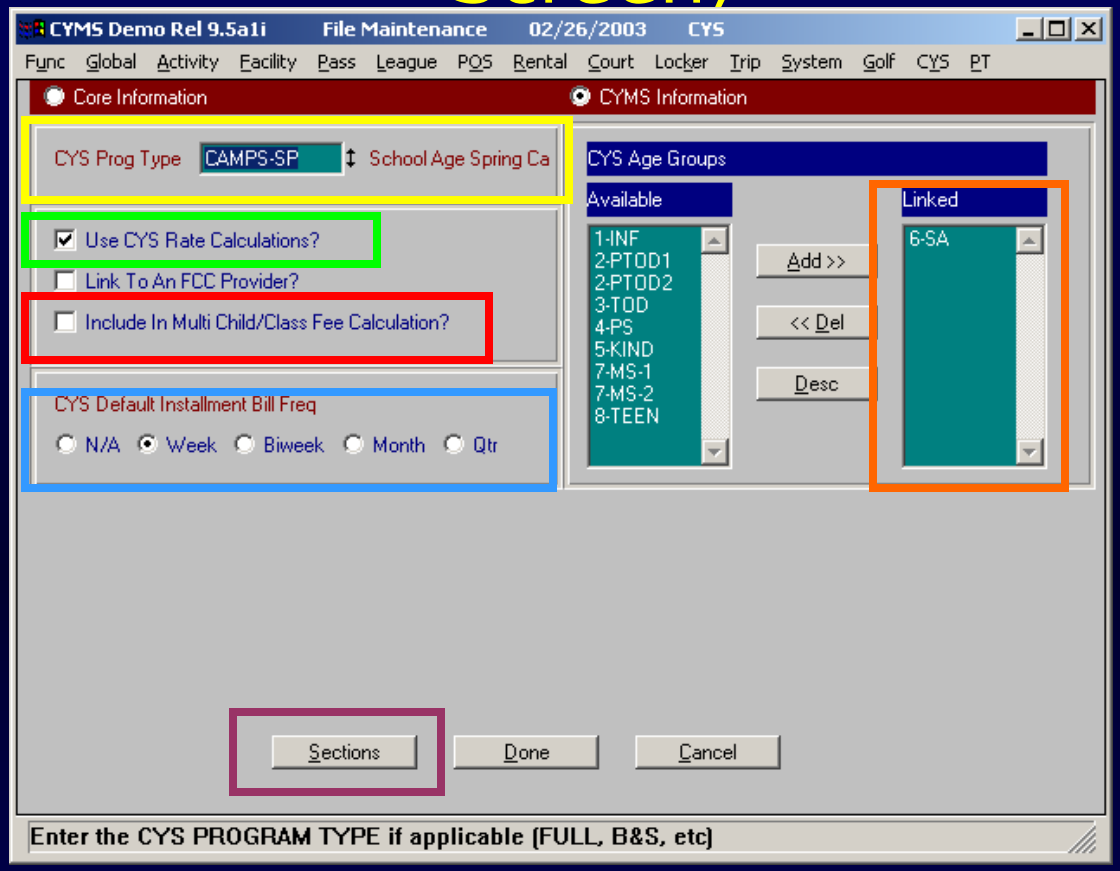
Then click Next

Highlight a camp section and click Change

Camp Setup – Activity Setup (CYMS Info Screen)

Toggle Use CYS Rate Calculations

Select Weekly if your camps are set up as weekly sessions



Link the appropriate Age Group

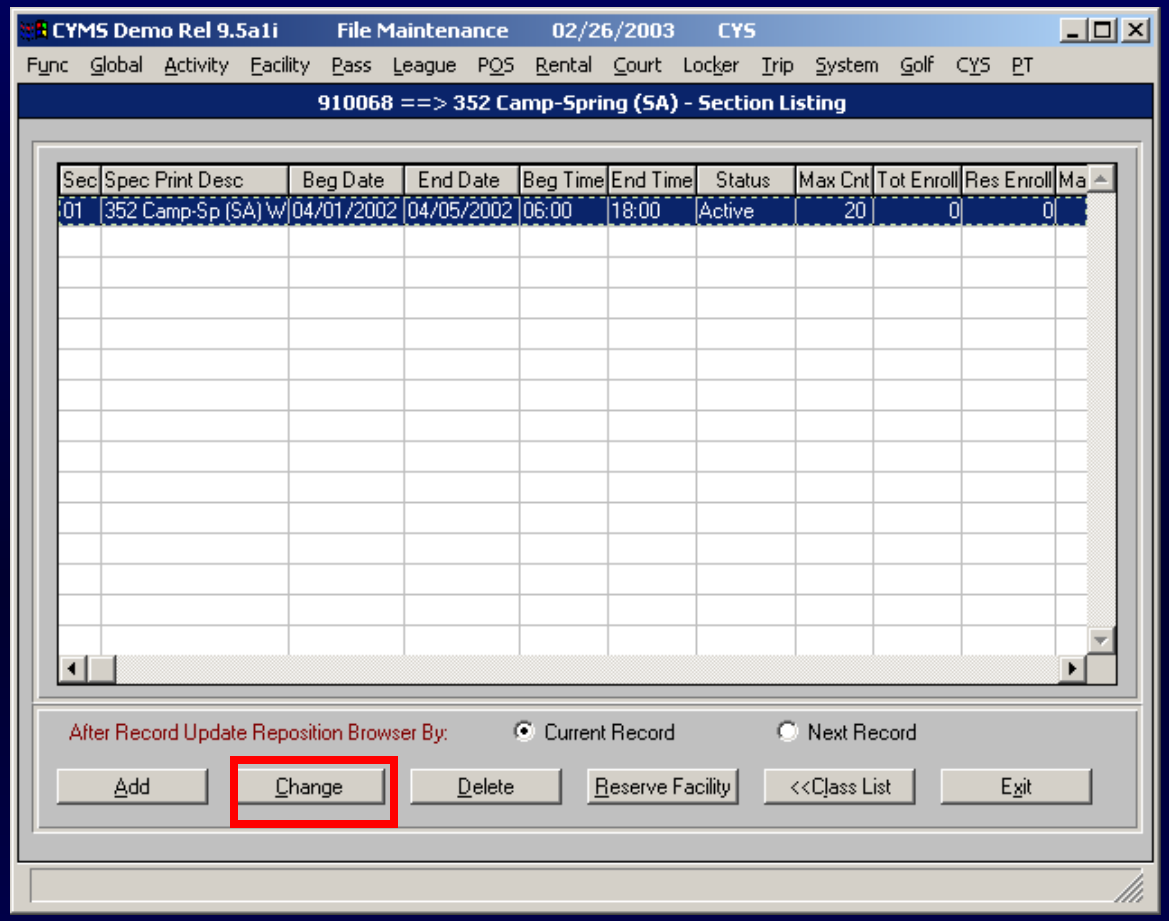
Do NOT toggle Include in Multi Child Calc

Click Sections

The CYS Program Type is important for two reasons:

1. There needs to be a rate setup for it in CYS Rates Maintenance
2. If you have a waitlist for your camp the Program Type gets used in Search for Care

Camp Setup – Activity Setup


CYMS Demo Rel 9.5a1i
File Maintenance
02/26/2003
CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
910068 ==> 352 Camp-Spring (SA) - Section Listing
Sec Spec Print Desc Beg Date End Date Beg Time End Time Status Max Cnt Tot Enroll Res Enroll Ma
01 352 Camp-Sp (SA) W 04/01/2002 04/05/2002 06:00 18:00 Active 20 0 0
After Record Update Reposition Browser By:
Current Record
Next Record
Add
Change
Delete
Reserve Facility
<<Class List
Exit

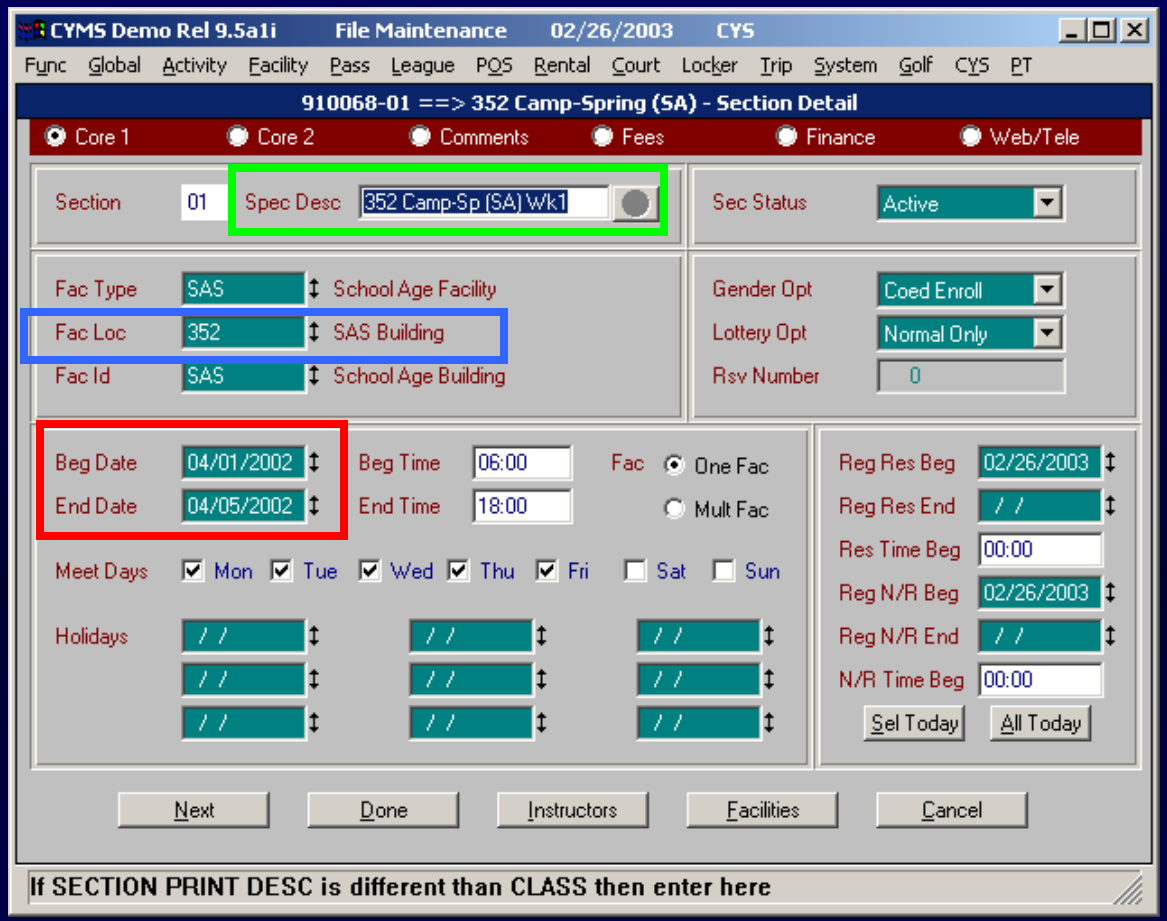
Highlight the first section and click Change.

Remember, each section represents one week of camp.

Camp Setup –Activity Setup (Core 1 Screen)

Facility Location

This must be where the kids will be swiping in



Beginning / Ending Dates: These must be the exact dates this section is being held.

If these dates are wrong, you will have billing problems!!

Special Description is what the clerk sees during registration.

Descriptions must be "unique" for each section and include enough information to clearly identify and distinguish this section from all of the others on the list.
(See the next slide for hints for standardized descriptions)

Camp Setup –Activity Setup (Core 1 Screen)

"Hints" for Creating Standard Program Descriptions

- Descriptions must be "unique" for each section and include (in a very small amount of space) enough information to clearly identify and distinguish this section from all of the others.

- Standard descriptions also save time by allowing you to sort using the Description column heading. The suggested sequence includes:

  - Bldg # or location acronym (if more than one SAS location)
  - Type of Program and Age Group (capitalized) followed by a hyphen (CampS-, CampK-, CampM-)
  - Season (Su, Sp, F, W)
  - Week (in parenthesis if you have room) (Wk1) (Wk2). If space is tight, W1, W2, W3 or Wk1, Wk2, etc will also work.
  - Time Designation (use only if offering separate AM/PM sessions)

Examples: 352 CampS-Sp Wk1 LCDC CampK-Su (W3), CampM-F (Wk1) CampS-W (W2) AM

Camp Setup –Activity Setup (Core 1 Screen)

ANOTHER VERY IMPORTANT NOTE

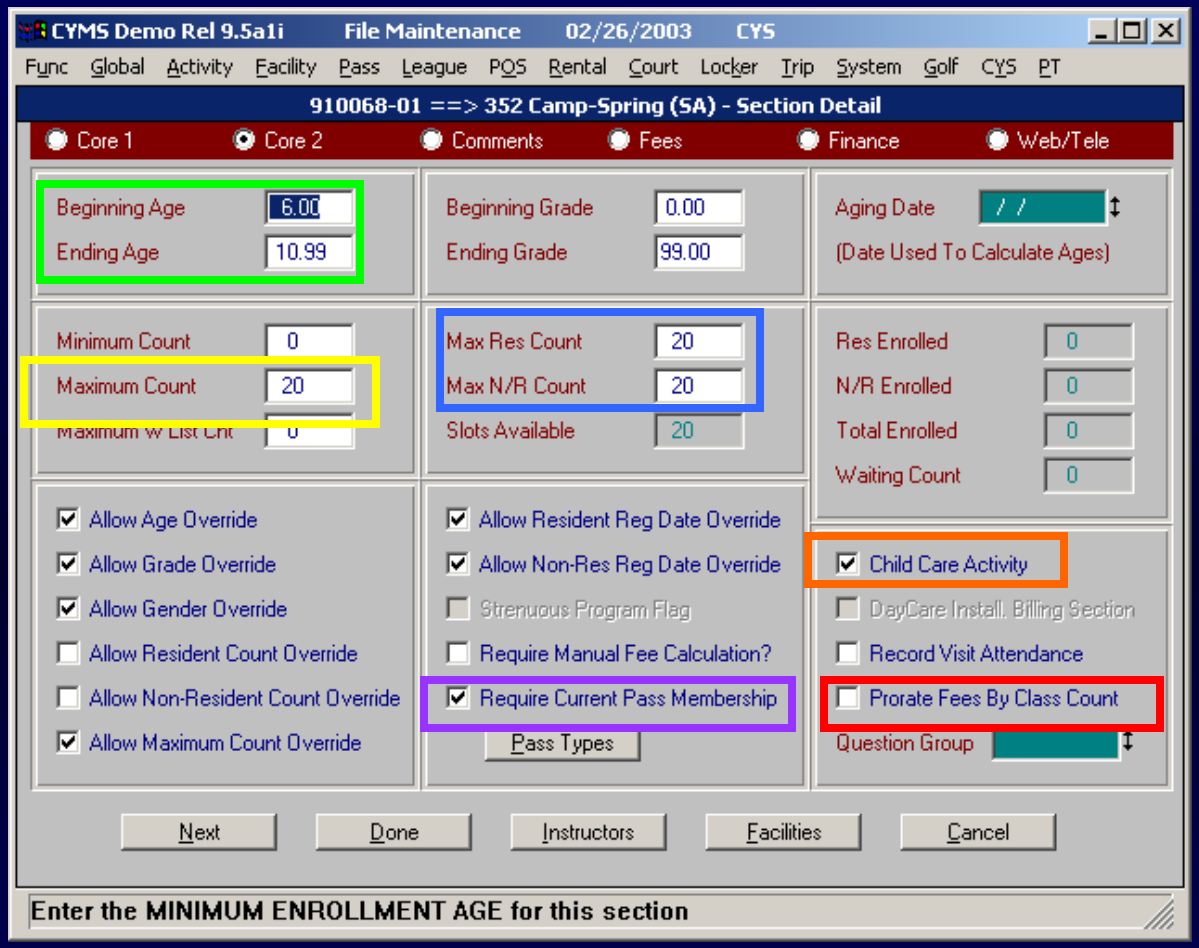
1. If the Begin and End dates are wrong (not the right week, last year's dates, typo, etc) the Installment Bill will be set up wrong and you will have billing problems.

2. If there is more than one week of camp:
   - Sec 1 will have the first week's dates (Mon-Fri)
   - Sec 2 will have the second week's dates (Mon-Fri)

3. Make use of the CYMS calendar feature to eliminate

Camp Setup – Activity Setup (Core 2 Screen)

Note: Prorate is usually on for B/A Sch classes but not for camps!


CYMS Demo Rel 9.5a1i File Maintenance 02/26/2003 CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
910068-01 ==> 352 Camp-Spring (SA) - Section Detail
Core 1 Core 2 Comments Fees Finance Web/Tele
Beginning Age 6.00
Ending Age 10.99
Beginning Grade 0.00
Ending Grade 99.00
Aging Date / /
(Date Used To Calculate Ages)
Minimum Count 0
Maximum Count 20
Maximum W List Cnt 0
Max Res Count 20
Max N/R Count 20
Slots Available 20
Res Enrolled 0
N/R Enrolled 0
Total Enrolled 0
Waiting Count 0
Allow Age Override
Allow Grade Override
Allow Gender Override
Allow Resident Count Override
Allow Non-Resident Count Override
Allow Maximum Count Override
Allow Resident Reg Date Override
Allow Non-Res Reg Date Override
Strenuous Program Flag
Require Manual Fee Calculation?
Require Current Pass Membership
Pass Types
Child Care Activity
DayCare Install. Billing Section
Record Visit Attendance
Prorate Fees By Class Count
Question Group
Next Done Instructors Facilities Cancel
Enter the MINIMUM ENROLLMENT AGE for this section

Verify:

- Age Range
- Max Count
- Max Res and Max N/R must match Max Count)
- Child Care Activity
- Require Current Pass

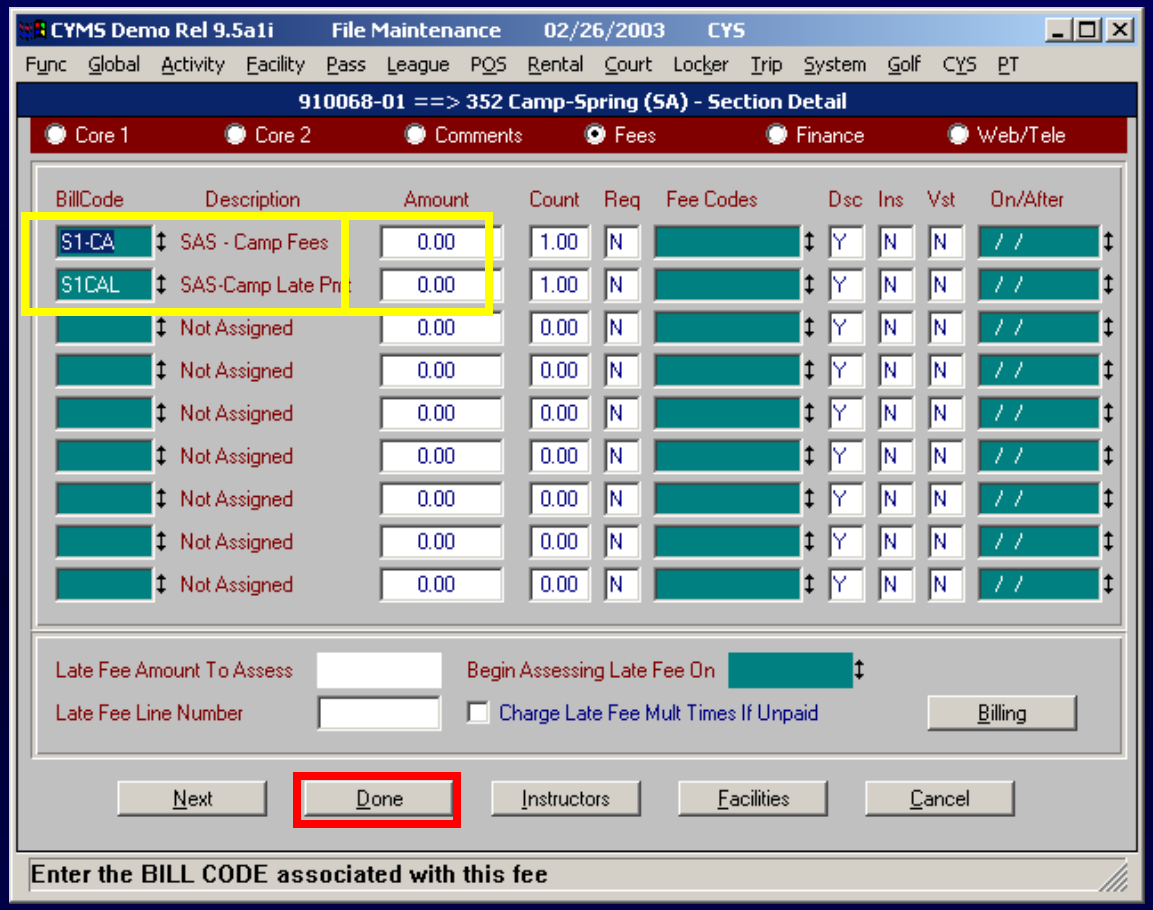
After you change/verify your data on the Core 1 screen, click Next to go to the Core 2 screen.

Be sure the multiple data elements on Core 2 are the same for all camp sections! Be very careful and methodical !

Camp Setup – Activity Setup (Fee Screen)

You MUST have a Camp Fees and a Camp Late Pmt Bill Code

The amount for each should be Zero


CYMS Demo Rel 9.5a1i File Maintenance 02/26/2003 CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
910068-01 ==> 352 Camp-Spring (SA) - Section Detail
Core 1 Core 2 Comments Fees Finance Web/Tele
BillCode Description Amount Count Req Fee Codes Dsc Ins Vst On/After
S1-CA SAS - Camp Fees 0.00 1.00 N Y N N / /
S1CAL SAS-Camp Late Pm 0.00 1.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Not Assigned 0.00 0.00 N Y N N / /
Late Fee Amount To Assess
Begin Assessing Late Fee On
Late Fee Line Number
Charge Late Fee Mult Times If Unpaid
Billing
Next
Done
Instructors
Facilities
Cancel
Enter the BILL CODE associated with this fee

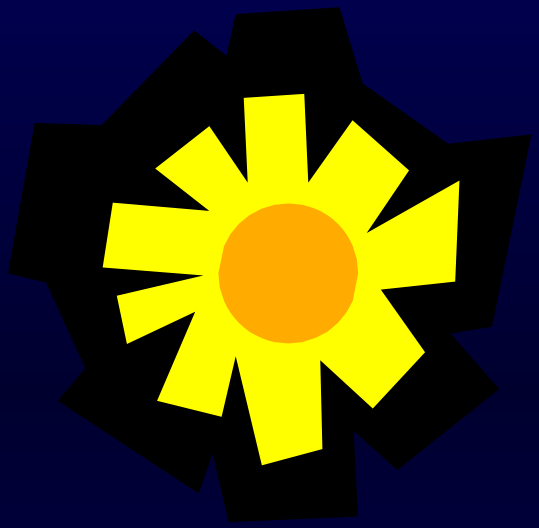
Then Click Done

You must now repeat this process (Core1, Core2, Fee Screen) for all Camp Sections

You are now ready to move to the next key setup screen.

Click on the Fees toggle

Camp Setup – Complete !!



When all of your camp sections have been set up or cleaned up, you are FINALLY ready to begin enrolling children . . .

Camp Registration – Deposit Fees

1. Some installations require patrons to pay a camp deposit fee.

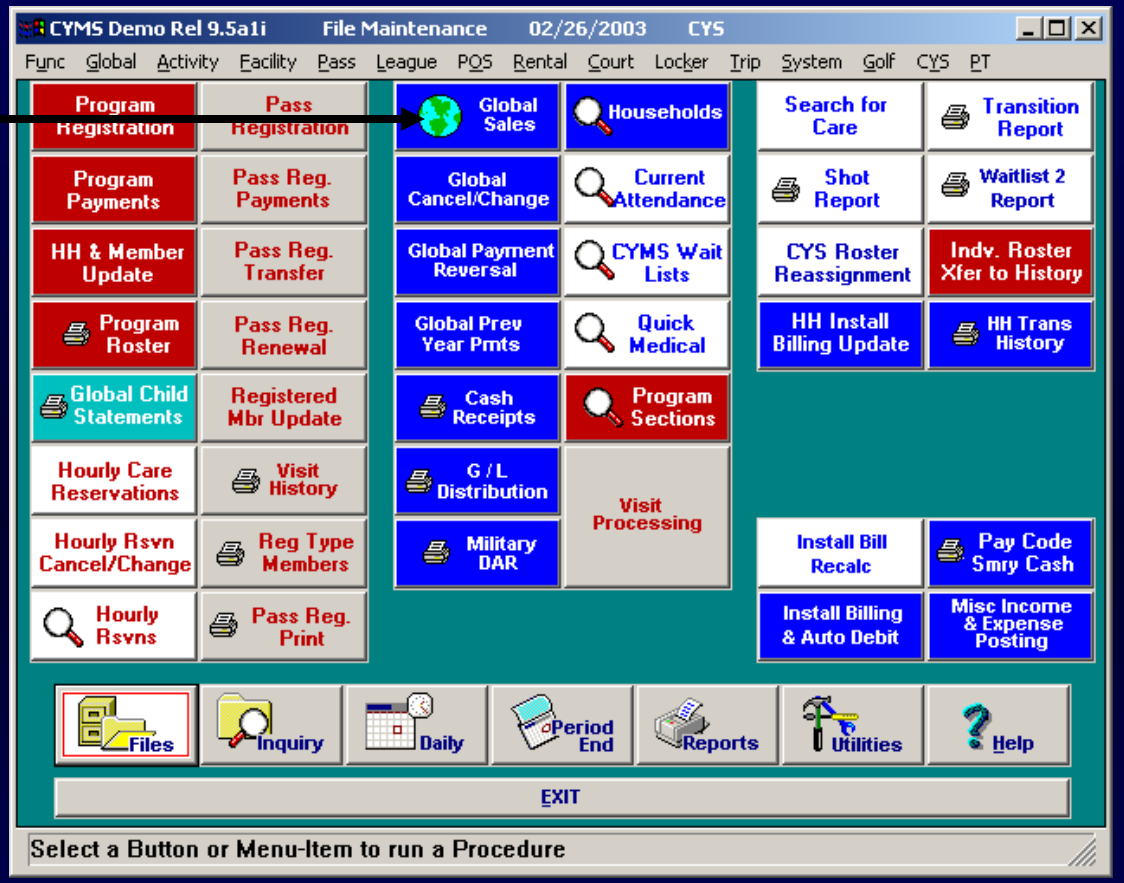
   - This can be done in CYMS; however, it complicates the process, makes more work for the clerk and greater care must be taken in the setup.

   - If you charge a deposit, contact CFSC or VSI for setup assistance. Field procedures vary greatly on this topic.

   - Consider claiming the deposit as income (GLAC 501) at the time of registration and reducing the billed amount of each camp session by the deposit amount.

2. The following slides assume you do not require a camp deposit.

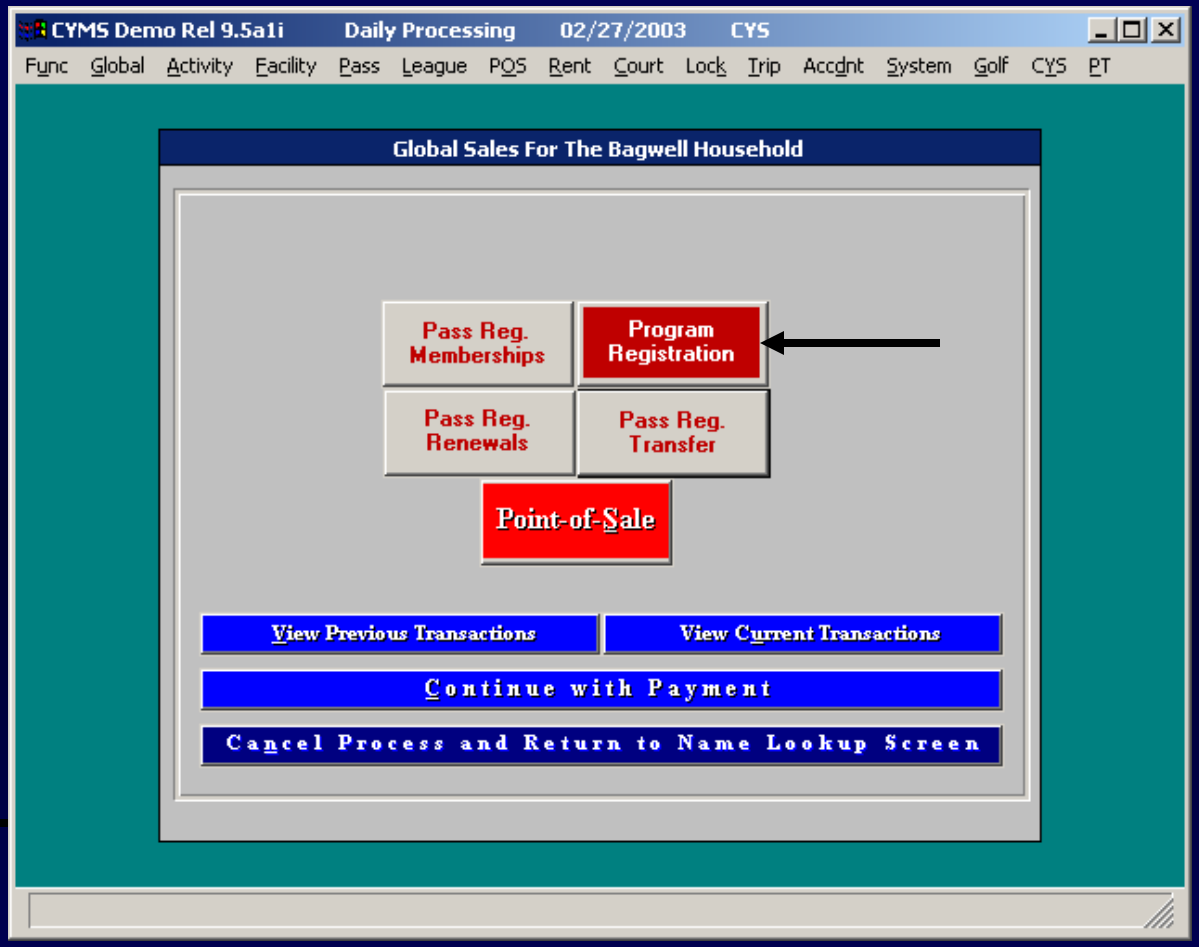
Camp Registration – Enrolling Children



To enroll someone into a camp, click the

Global Sales button

Camp Registration – Enrolling Children



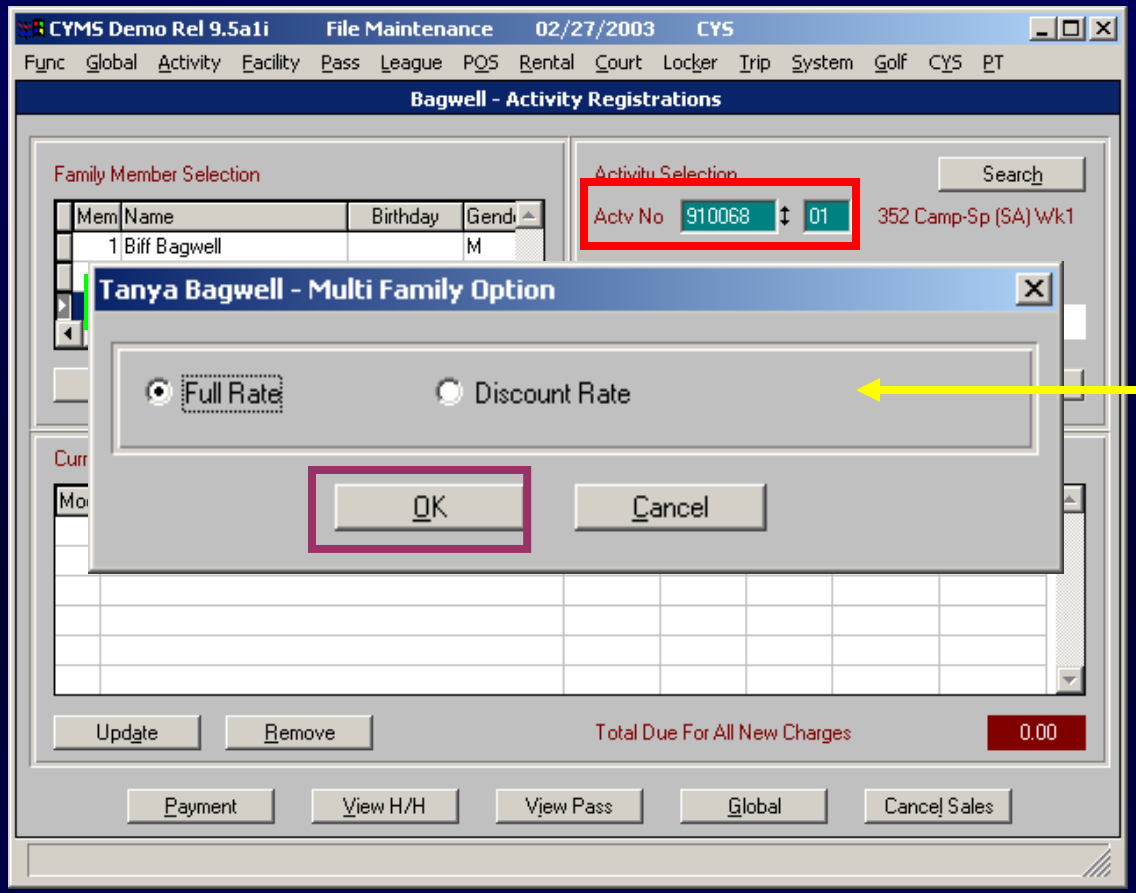
Click Program Registration

Lookup the household…

…and select it!

Camp Registration – Enrolling Children

Select the rate: Is the child going to pay the first child (full) or second / multi-child (discount) rate?



Click Select

Note: If this box doesn't appear, the camp is set up wrong. Go back and check Core 1 and Core 2 screen setup

Then click OK

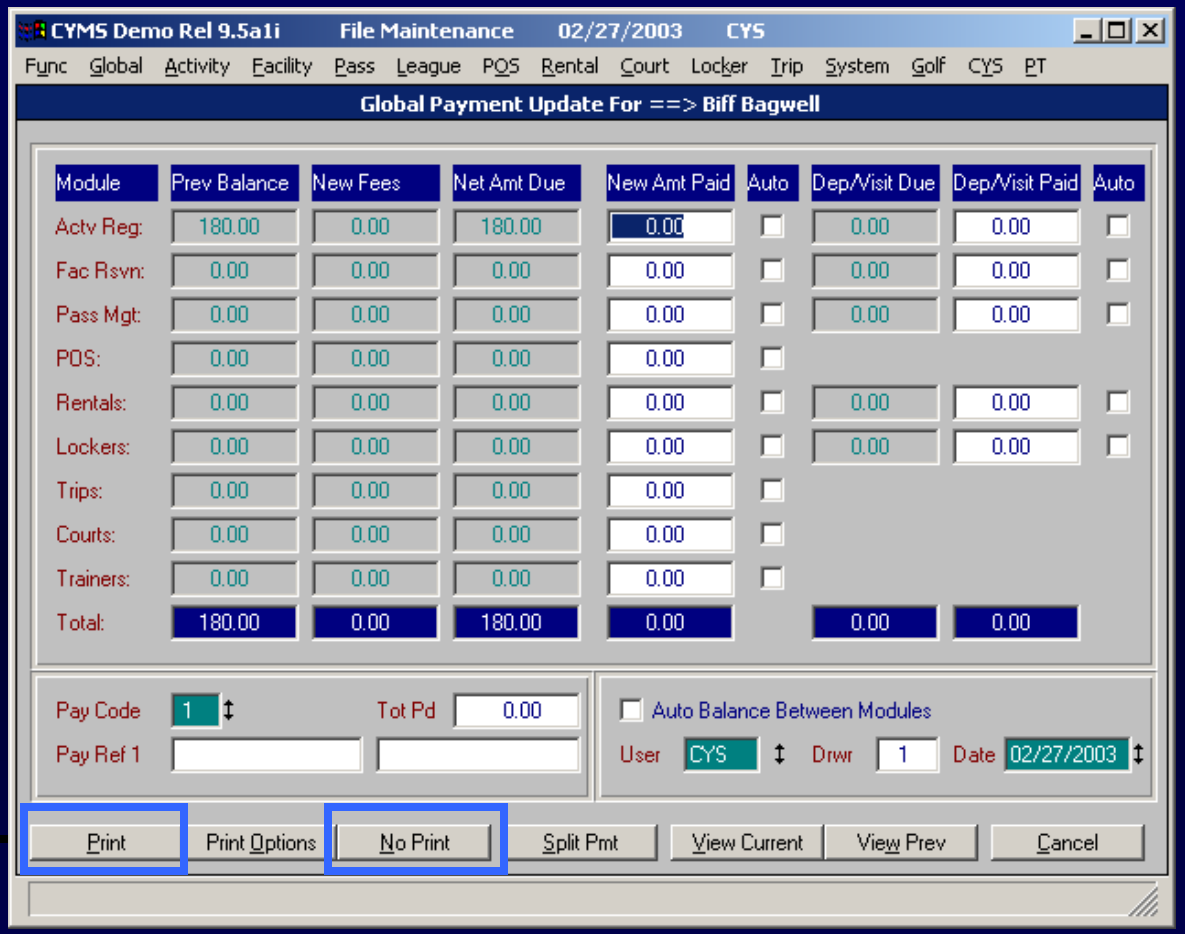
Highlight the child and right click to find the camp sections.

Note: You can multi-select if you are enrolling the child into more than 1 week of camp

Camp Registration – Enrolling Children

Click Payment to finish

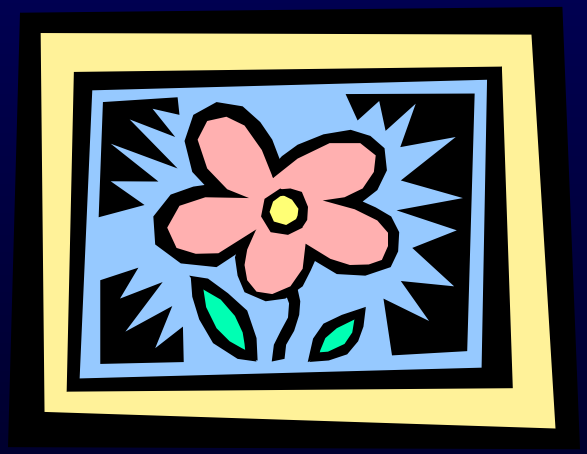
Then Print or No Print


CYMS Demo Rel 9.5a1i File Maintenance 02/27/2003 CYS
Func Global Activity Facility Pass League POS Rental Court Locker Trip System Golf CYS PT
Global Payment Update For ==> Biff Bagwell
Module Prev Balance New Fees Net Amt Due New Amt Paid Auto Dep/Visit Due Dep/Visit Paid Auto
Actv Reg: 180.00 0.00 180.00 0.00 0.00 0.00
Fac Rsvn: 0.00 0.00 0.00 0.00 0.00 0.00
Pass Mgt: 0.00 0.00 0.00 0.00 0.00 0.00
POS: 0.00 0.00 0.00 0.00
Rentals: 0.00 0.00 0.00 0.00 0.00 0.00
Lockers: 0.00 0.00 0.00 0.00 0.00 0.00
Trips: 0.00 0.00 0.00 0.00
Courts: 0.00 0.00 0.00 0.00
Trainers: 0.00 0.00 0.00 0.00
Total: 180.00 0.00 180.00 0.00 0.00 0.00
Pay Code 1 Tot Pd 0.00
Pay Ref 1
Auto Balance Between Modules
User CYS Drwr 1 Date 02/27/2003
Print Print Options No Print Split Pmt View Current View Prev Cancel

Note: The household is not charged up front for this enrollment.

They will be installment billed later.

Camp Registration – Complete !!!



This is the end of this tutorial . . .

The next step is learning how to do the installment billing for your camps.

There is one tutorial for Vacation Camps and another one for Summer Camps. Please review them carefully before each camp session!